

SECTION 9. AUTHORIZATION FOR THE USE OF SPECIAL TERMINAL INSTRUMENT PROCEDURES

671. GENERAL. Standard terminal instrument procedures (approach and departure) are developed and published for all operators. Part 121 and Part 135 operators are authorized to use standard published terminal instrument procedures by operations specifications (OpSpecs) paragraph C64. Part 121 and Part 135 operators occasionally require special terminal instrument procedures tailored to their specific operations which are not available to the general public. This section contains direction and guidance to be used by principal operations inspectors (POI's) concerning the authorization of special terminal instrument approach or departure procedures for Part 121 and Part 135 operators.

NOTE: A special terminal instrument approach procedure is approved by the regional flight standards division (RFSD) that has jurisdiction over the airport or heliport for which a special terminal instrument procedure is requested. Authorization to use the approved special terminal instrument procedure, however, is granted by the POI after coordination with the RFSD, the regional flight procedures branch (FPB), and the appropriate flight inspection field office (FIFO).

673. BACKGROUND. A discussion of special terminal instrument procedures would not be complete without a description of standard (published) terminal instrument procedures. The development of standard terminal instrument procedures and special terminal instrument procedures are as follows:

A. *Standard Terminal Instrument Procedures (Published).* The FAA establishes published instrument approach procedures, takeoff and landing weather minimums, and departure procedures under the provisions of Part 97. The FAA determines the need to establish an instrument approach procedure at an airport and then evaluates departures from all runways, the approach, and the missed approach, based on the obstacle clearance requirements for the procedures. For this evaluation, the FAA uses Order 8260.3B, "The United States Standard for Terminal Instrument Procedures (TERPS)," as the standard for the evaluation. The standard terminal instrument procedures

are then developed and published with the appropriate landing and takeoff minimums.

B. *Special Terminal Instrument Procedures (Unpublished).* A special terminal instrument procedure is not generally available to the public, but is developed solely for the operator. These special procedures are developed at an operator's request so that the operator may conduct scheduled or nonscheduled passenger or cargo operations in IFR conditions where published standard terminal instrument procedures are inappropriate or unavailable.

NOTE: The development of published standard terminal instrument procedures is generally a higher priority than the development of special terminal instrument procedures. POI's should be aware that a minimum of 1 year lead time is recommended for any special terminal instrument procedure development.

675. AUTHORITY AND RESPONSIBILITY FOR SPECIAL TERMINAL INSTRUMENT PROCEDURES.

A. *Regional Flight Standards Division (RFSD).* A special terminal instrument procedure is the responsibility of, and is approved by, the RFSD that has jurisdiction over the airport or heliport where the procedure is requested.

B. *Regional Flight Procedures Branch (FPB).* This branch determines procedural development requirements and oversees the development and implementation of the special terminal instrument procedure.

C. *Flight Inspection Field Office (FIFO).* At the request of the FPB, the FIFO develops the special terminal instrument procedure by using the TERPS standards, checking the navigational aids used in the approach, verifying controlling obstructions, and by certifying the feasibility of flying the approach by flight inspection aircraft. Although the FIFO develops and approves the technical aspects of the special terminal instrument procedure, close coordination with the FPB is required.

D. *Flight Standards District Office (FSDO).* The POI gives separate authorization for the initial implementation,

amendments, use of the special terminal approach procedure for specific types of aircraft, and for the use of the special terminal instrument procedure by other authorized air carrier operators to which the POI is assigned. The POI acts as a coordinator between the operator and the FPB. The POI may attend meetings held between the regional office, the FIFO, and the operator to develop terminal procedures that are complex.

677. SPECIAL PROCEDURES. Occasionally, an air carrier may have a requirement for terminal instrument arrival or departure procedures that cannot, or should not, be established as published procedures. These special procedures would be requested for situations that involve private ownership of a NAVAID, use of unique terminal instrument procedures based on a specific aircraft type, or for airports without any published procedures. The POI shall receive and review requests for these special procedures from the air carrier and coordinate with other FAA offices that will develop and approve the procedures as previously stated in paragraph 675. If the FPB is outside of the POI's region, the request should be forwarded through both the POI's flight standards division and the servicing region's flight standards division. This request should include a route slip or cover letter containing the POI's name and telephone number and any other pertinent information, such as the POI's evaluation.

679. POI AUTHORIZATION FOR OPERATOR USE OF A SPECIAL TERMINAL INSTRUMENT PROCEDURE. In some instances, the POI may participate in meetings concerning inflight demonstrations or collect information. In addition to the actual authorization, the POI's primary responsibility is to review the special terminal instrument procedure and to determine if any additional distinct qualifications are needed to enhance public safety, such as special training, more frequent evaluations, and extra flight checks.

A. *Initial Contact.* The operator requesting a special terminal instrument procedure shall apply directly to the operator's assigned POI. The operator's request may be only to use an already existing special terminal instrument procedure, or it may involve application for new procedures using sophisticated on-board navigational systems. The POI should inform the operator that the request should contain as much detail and justification as possible to expedite the initial evaluation and to complete the

development of the special terminal instrument procedure. The POI should explain to the operator that requests for special terminal instrument procedures should be made in writing by an official of the company on company letterhead. The letter should contain an identification of the site location, the runway number, and a description of the facility to be used that includes any unique requirements the operator needs, such as a specific route from a given direction.

B. *POI Evaluation.* The POI shall determine the operator's need for using the special terminal instrument procedure in the request. The POI should evaluate the request based upon the equipment being used, the capabilities of the aircraft, a personal knowledge of the operator, and upon the guidance established in this handbook. The POI should discuss any questions the POI may have about the request with the operator. The regional FPB is available to the POI to answer policy or procedural development questions. It is the responsibility of the FAA to design and approve any special departure. IFR takeoff minimums are determined based on TERPS criteria and obstacles in the airport area. IFR departure procedures shall also be developed if the procedures are required according to TERPS criteria. To assist in developing the procedure, the POI should send any specific flight information or operating procedures with the request to the region.

(1) The POI or the inspector should monitor any operator-conducted validation tests required for a special terminal instrument procedure. The POI must ensure that the operator's approved training program and operations manual contains any special training and/or procedural limitations that relate to the special terminal instrument procedure before the procedure is authorized. The POI should carefully examine the limitations stated on FAA Form 8260-7, "Special Instrument Approach Procedure" (see figure 4.2.9.1.), or on any accompanying documentation, waivers, or recommendations from the region.

(2) Special terminal instrument procedures can be authorized for both airplanes and helicopter operations. Paragraph C64, "Special Terminal Area IFR Operations-Authorizations, Limitations, and Provisions" is the relevant paragraph that should address the special approach procedure authorized, including revision number, the specific type of aircraft authorized to conduct the approach, and any special limitations required for air carrier operations.

(3) The POI shall authorize the special terminal instrument procedure by signing the completed FAA Form 8260-7, "Special Instrument Approach Procedure," and by completing OpSpecs paragraph C64, "Special Terminal Area IFR Operation-Authorizations, Limitations, and Provisions." The POI must sign FAA Form 8260-7 in the block entitled, "By Direction of the Administrator," if the operator needs commercial charting. OpSpecs paragraph C64 contains authorization for the operator to conduct the special terminal instrument procedure for both airplanes and helicopters.

(4) The POI should send to the operator the signed, FAA Form 8260-7, any changes to the OpSpecs, and a cover letter containing an explanation of any special requirements attached to the authorization. Other documentation sent to the POI from the region may be discussed with the operator, but should not be sent to the operator. Any extra documentation the POI receives should be maintained at the FSDO for that operator. A copy of the signed FAA Form 8260-7 should also be forwarded to the POI's RFSD.

NOTE: The federal government does not chart special terminal instrument procedures and the charting requirements must be developed for the specific user by commercial charting sources.

C. Revisions to Special Terminal Instrument Procedures. Standard terminal instrument procedures and special terminal instrument procedures are reviewed annually; therefore, special terminal instrument procedures will be periodically revised and the regional office will send the new FAA Form 8260-7, "Special Instrument Approach Procedure" to the POI. The POI will sign the form, change the OpSpecs to denote the new amendment number, and send both documents to the operator. The POI is also responsible for updating the regional list of operators authorized to use special terminal instrument procedures. This list must be updated whenever an operator surrenders a certificate or informs the POI that the special terminal instrument procedure authorization is no longer required.

681. PRACTICES AND POLICIES FOR IFR DEPARTURE PROCEDURES. The FAA publishes Part 97 IFR takeoff minimums and departure procedures for airports having published instrument approach procedures. For

special instrument approach procedure requests, takeoff minimums and departure procedures will be included on the FAA Form 8260-7, "Special Instrument Approach Procedure," or are already published for that airport. The FAA may develop special IFR departure procedures when requested. The FAA does not publish Part 97 IFR takeoff minimums and departure procedures unless a published approach procedure exists. The FAA does not encourage requests for special takeoff minimums and departure procedures from airports without an approach procedure.

683. FLIGHT PROCEDURES STANDARDS WAIVER TO SPECIAL TERMINAL INSTRUMENT PROCEDURES. Specifically requested procedure design needs and TERPS application criteria dictate the finished product of a flight procedures standards waiver. If use of nonstandard criteria is required, a procedures waiver showing an equivalent level of safety will be processed in accordance with TERPS. FAA Form 8260-1, "Flight Procedures Standards Waiver," is used. TERPS waivers require Headquarters Flight Standards approval. This waiver is initiated by the RFSD. During waiver initiation and review, the POI may be contacted to provide input concerning such items as the air carrier's training program and pilot proficiency. In addition, the POI may contribute expert opinion in the evaluation of safety or performance requirements, or for any other issues concerning flight procedures standards waivers to the special terminal instrument procedures. A copy of the waiver form shall be forwarded to the POI with the finished special terminal instrument procedure. The procedures waiver may contain provisions which require POI actions prior to authorizing the air carrier's use of the special procedure.

685. PROVISIONAL AUTHORIZATIONS. Those special terminal instrument procedures serving an airport listed in AC 121.445-1 (as amended), "Pilot-In-Command Qualifications For Special Areas/Routes and Airports," require the performance of an inflight validation test by the operator. If the airport served is not listed in AC 121.445-1, the POI may issue a provisional authorization allowing an operator to conduct a special terminal instrument procedure without inflight validation tests. This provisional authorization should not exceed 30 days and is used to allow an FAA operations inspector to evaluate the special terminal instrument procedure during routine operations. The provisional authorization should only be used after a careful evaluation has been made of the special terminal instrument procedure for safety related factors.

687. SPECIAL IFR DEPARTURE PROCEDURES FOR DEPARTURE FROM AIRPORTS WITHOUT INSTRUMENT APPROACH PROCEDURES (PART 135 OPERATORS ONLY). Notwithstanding FAA guidance concerning the grouping of arrival with departure procedures, special takeoff minimums and IFR departure procedures may be designed by the FAA for airports that do not have instrument approach procedures. The approval process is the same as outlined in paragraph 675. Based on the requirements of FAR 135.215(d), the operator must provide the POI with sufficient justification to determine that the IFR departure from the non-instrumented airport is necessary and that the proposed operation can be safely conducted. The authorization to operate at a non-instrumented airport does not include authorization to make an IFR approach to that airport.

Since there are no landing minimums at airports where there are no instrument approach procedures, operators must use the standards provided in FAR 135.217, which requires a takeoff alternate airport.

689. NOTAM'S. Special terminal instrument procedures are not covered by the Notices to Airmen (NOTAM) system. Occasionally, an unsafe flight situation occurs and an operator must be notified of the problem. The servicing region's FPB maintains a list of authorized users of its special terminal instrument procedures and will inform the POI's district office by message when these situations occur. The POI is responsible for promptly informing the operator of the affected special terminal instrument procedure.

690. - 900. RESERVED.

FIGURE 4.2.9.1.
SPECIAL INSTRUMENT APPROACH PROCEDURES
(FRONT SIDE)

NOTES CONTINUED			
AIR CARRIER NOTES			
<i>The procedure on the other side and the foregoing data are hereby:</i>			
FLIGHT CHECKED BY			
NAME _____		DATE _____	
DEVELOPED BY _____		APPROVED BY _____	
SIGNATURE _____	DATE _____	SIGNATURE _____	DATE _____
FIFO _____		REGION, FLIGHT STANDARDS DIVISION _____	
OPERATIONS SPECIFICATIONS - AIRPORT			
_____ holding Air Carrier Operating Certificate No. _____			
hereby acknowledges receipt of Operations Specifications to operate into and out of the airport named on the other side as a <input type="checkbox"/> Regular, <input type="checkbox"/> Refueling, <input type="checkbox"/> Alternate, <input type="checkbox"/> Provisional for _____ airport with the following type aircraft:			
Unless otherwise authorized in the Operations Specifications-Airport, an instrument approach of this type shall be conducted in accordance with the procedure specified on the other side and the air carrier minimums specified above with the following exceptions:			
DATE _____		RECEIVED FOR THE AIR CARRIER BY _____	
AMENDMENT NO. _____		Signature _____	
BY DIRECTION OF THE ADMINISTRATOR _____		Signature _____	
EFFECTIVE DATE _____		Title _____	

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FIGURE 4.2.9.1. (Cont'd.)
SPECIAL INSTRUMENT APPROACH PROCEDURES
(REVERSE SIDE)

NOTES CONTINUED	
AIR CARRIER NOTES	
The procedure on the other side and the foregoing data are hereby:	
FLIGHT CHECKED BY	
NAME _____	DATE _____
DEVELOPED BY _____	
SIGNATURE _____	APPROVED BY _____
DATE _____	DATE _____
FIFO	REGION, FLIGHT STANDARDS DIVISION
OPERATIONS SPECIFICATIONS - AIRPORT	
_____ holding Air Carrier Operating Certificate No. _____ hereby acknowledges receipt of Operations Specifications to operate into and out of the airport named on the other side as a <input type="checkbox"/> Regular. <input type="checkbox"/> Refueling, <input type="checkbox"/> Alternate, <input type="checkbox"/> Provisional for _____ airport with the follow- ing type aircraft:	
Unless otherwise authorized in the Operations Specifications-Airport, an instrument approach of this type shall be conducted in accordance with the procedure specified on the other side and the air carrier minimums specified above with the following exceptions:	
DATE _____	RECEIVED FOR THE AIR CARRIER BY _____
AMENDMENT NO. _____	
_____ <div style="text-align: right;">Signature</div>	
_____ <div style="text-align: right;">Title</div>	
Approved and made a part of the Operations-Specifications of the above-named carrier. The amendment supersedes any previous Operations Specifications-Airport of this type and procedure number approved for this Airport.	
BY DIRECTION OF THE ADMINISTRATOR _____	
_____ <div style="text-align: right;">Signature</div>	
EFFECTIVE DATE _____	
_____ <div style="text-align: right;">Title</div>	

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